CAL POLY HUMBOLDT

Contracts, Procurement & Accounts Payable

ProCard Reconciliation Submission

This guide is intended to be used after the completion of your reconciliation.

1. To access ProCard Reconciliation Form go to the Contracts, Procurement & Account Payable page
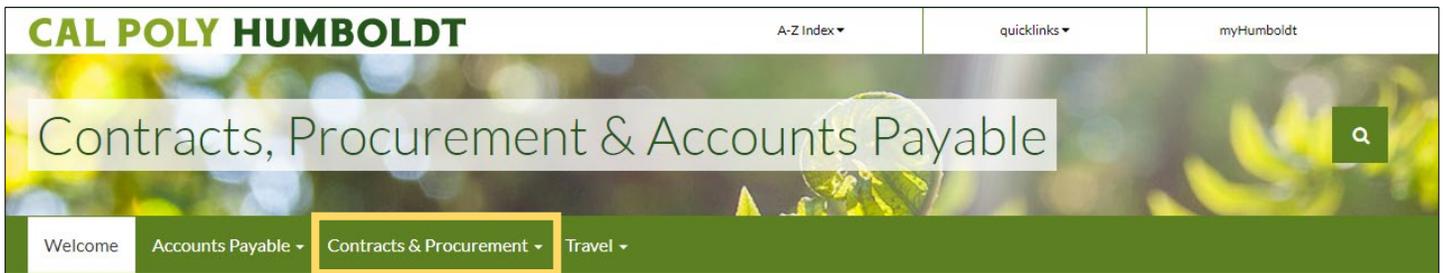
Select Contracts & Procurement and click forms
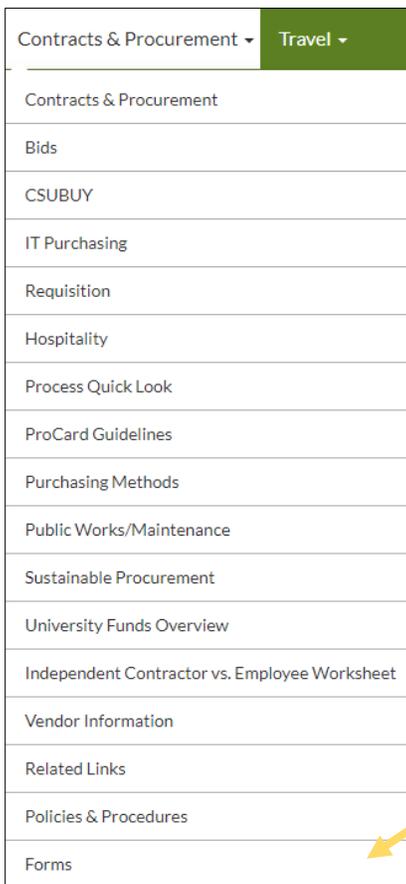
Select Procurement - ProCard Reconciliation Submission
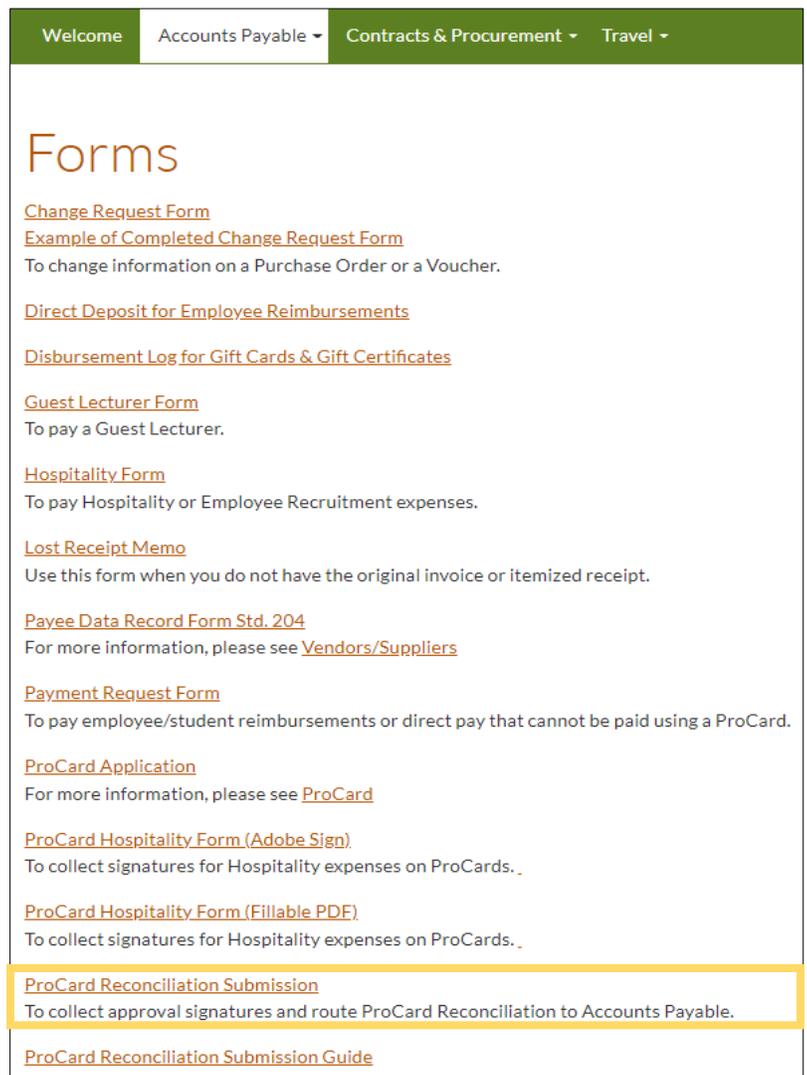
2. Add the email of the ProCard Preparer or Cardholder under **"Form Filler"**
3. Add email under **"Additional Review"** if the department requires a Reviewer before Approving Official
4. Add the email of the Cardholder under **"Cardholder"**
5. Add the direct Approving Official (Department Chair or MPP) under **"Administrator"**
   - **"Additional Approver"** is only if the department requires additional approvals

Procurement - ProCard Reconciliation Submission

How this workflow works?
Please add the cardholder's email to the "Cardholder" field, and the cardholder's administrator to the "Administrator" field. **If the cardholder needs to collect additional approvals, please add the additional emails to the Additional Signer field(S).**

Recipients   ?

Form Filler*

| | Enter recipient email | ✉ ⌄ Email |

Additional Review Signature

| | Enter recipient email | ✉ ⌄ Email |

Additional Review Signature 2

| | Enter recipient email | ✉ ⌄ Email |

Card Holder*

| | Enter recipient email | ✉ ⌄ Email |

Administrator*

| | Enter recipient email | ✉ ⌄ Email |

Additional Approver Signature 1

| | Enter recipient email | ✉ ⌄ Email |

Additional Approver Signature 2

| | Enter recipient email | ✉ ⌄ Email |

Accounts Payable*

| | accountspayable@humboldt.edu | ✉ ⌄ Email |

CC | Hide

Cc

| Enter CC's emails |

6. **Account Payable** is automatically set.

6. On "**Document Name,**" add the Month and Year, so it is clear to all recipients
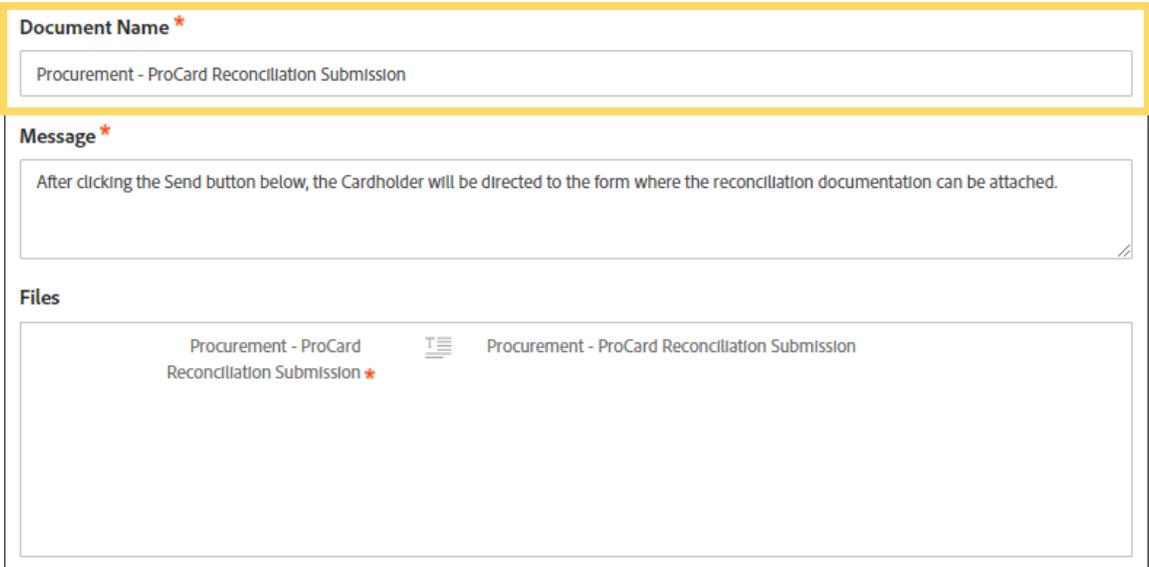
Document Name *

Procurement - ProCard Reconciliation Submission

Message *

After clicking the Send button below, the Cardholder will be directed to the form where the reconciliation documentation can be attached.

Files

Procurement - ProCard   T≡   Procurement - ProCard Reconciliation Submission
Reconciliation Submission *

7. Once emails have been filed, click send, and it will take you to the Adobe Form.

Files
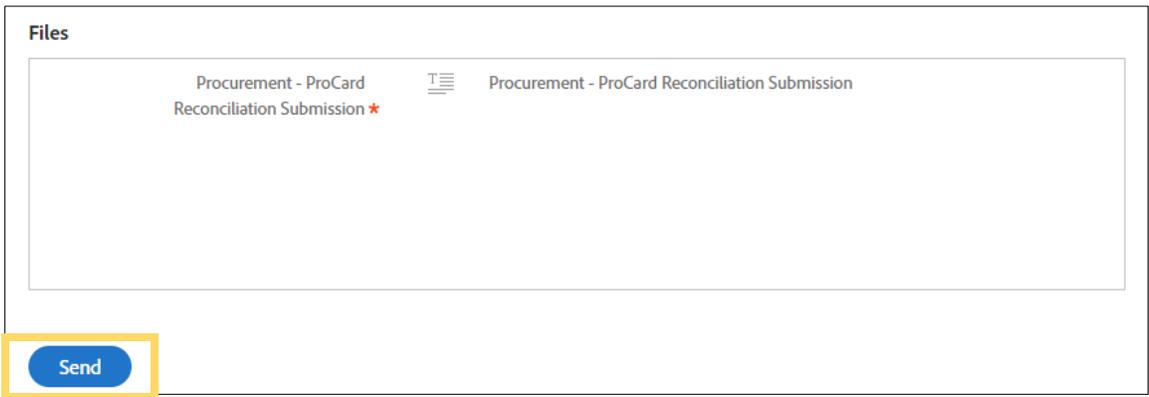
Procurement - ProCard   T≡   Procurement - ProCard Reconciliation Submission
Reconciliation Submission *

Send

8. Fill out the statement month and year
9. The amount should be for the statement

10. Click on **"Attach Reconciliation Document"** to upload your document
11. Locate the file that you want to attach from your computer. Click on it to select it, and then click Open
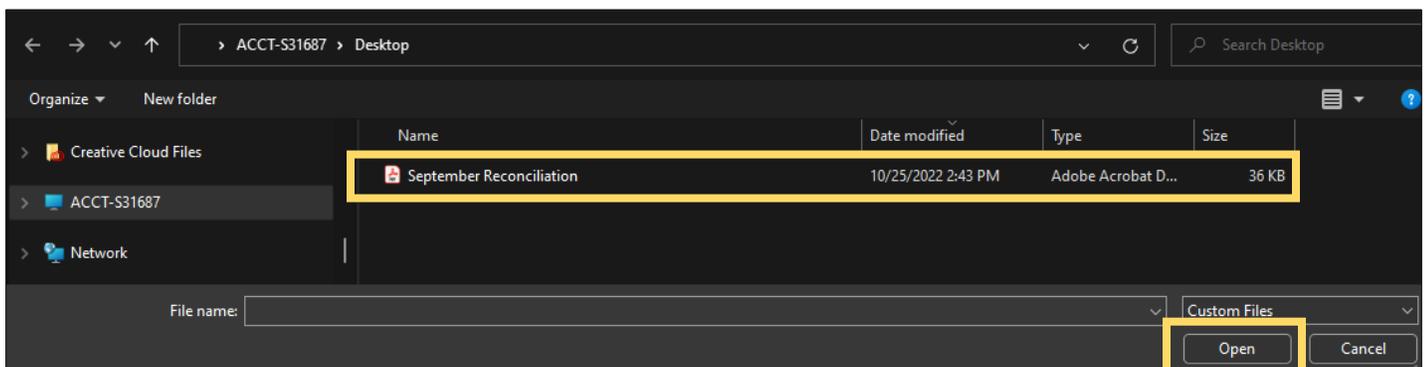
12. Once the file is attached, click Submit

13. An email will be sent for Cardholder's review and signature

14. Cardholder adds a **signature** and **clicks to sign** at the bottom.

Once the signatures are complete, Account Payable will receive a completed reconciliation.

If you have questions, please either email: accountspayable@humboldt.edu or call 707.826.3512